

Parent/Student Access

When the Parent/Student access for a conference cycle is set to 'Open' by the cycle administrator, they will be able to make bookings via their portal or the App (please refer to the ['Booking Conferences on Mobile Devices'](#) article from our Knowledge Base for details).

Within the portal, parents can make bookings by clicking the 'Book Parent Teacher Interviews' button available next to their student's photo on their Compass homepage, or by clicking the Dashboard Alert at the top of their Newsfeed.

The screenshot displays the Compass portal interface. At the top, a dark blue navigation bar contains icons for home, calendar, pencil, grid, people, and star, along with the user name 'Mr Phillip HENDERSON' and a settings gear. The main content area is white. On the left, a 'Welcome to the Magic P-12 College Portal' message is followed by instructions to update contact details. Below this is a user profile for 'Blaire PURDUE' with a list of actions: Profile, Send email, Add Attendance Note, View Academic Reports, and Book Parent Student Teacher Conference (highlighted with a red box). To the right, the 'Compass' logo and school crest are visible. A 'My News' section contains three items, each titled 'Parent Student Teacher Conference' with a 'Click here for booking' link (the entire section is highlighted with a red box). Below this is a 'House Group Announcements' section with a welcome message and a date 'Jan 7th by Albus DORELY'.


When attendees go to book, they will see the Description that was set in the Cycle Settings. They will also have two options available - **Start Booking Now**, which allows them to immediately begin the booking process, or **Show Me How To Book**, which includes a walkthrough explaining how to book using Compass. This section is highlighted in blue in the image below.

If parents have multiple students at the school they can toggle between their children using the dropdown menu available at the top right of the screen, which is highlighted in red in the image below. This will update the list of Teachers available to book with based on each child.

Interim Report #1 Parent Teacher Conferences

Print Preview

Information/Help

 **Blaire PURDUE**

Tuesday, April 2

03:45 PM	03:55 PM	04:05 PM
04:15 PM	04:25 PM	04:35 PM Minerva McGONAGALL Teacher for Performing Arts
04:45 PM	04:55 PM Bob Roberts Teacher for Inf	
05:15 PM	05:25 PM Frank GREYB Teacher for Ins	
05:45 PM	05:55 PM	

Teachers

- 2 hosts available**
Yr 3 Generalist
- Interview Required
- MORE** information
- WELCOME**
- McGONAGALL**
- 3:35 PM
- Technology
- 5:55 PM
- BACK** Music
- 7:25 PM

Welcome

Welcome to Interim Report #1 Parent Teacher Conferences

Dear Parents,

We invite you to attend our Interim Report #1 Parent Teacher conferences to discuss your child's initial assessment for the year.

Staff are available on Tuesday the 2nd of April, 3:45-6pm and also on Wednesday the 3rd of April, 3:45-8pm.

Light refreshments will be available and we encourage all families to attend.

Kind regards,

Albus Dorely
Principal

Start Booking Now

Show me How to Book

Wednesday, April 3

03:45 PM	03:55 PM	
04:15 PM	04:25 PM	
04:45 PM	04:55 PM	
05:15 PM	05:25 PM	
05:45 PM	05:55 PM	06:05 PM



Interim Report #1 Parent Teacher Conferences

Print Preview

Information/Help

Blaire PURDUE

Tuesday, April 2

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
04:35 PM	Minerva McGONAGALL Teacher for Performing Arts	04:45 PM	04:55 PM	Bob Roberts Teacher for Information Tec...
05:25 PM	Frank GREYBACK Teacher for Instrumental M...	05:35 PM	05:45 PM	05:55 PM

Wednesday, April 3

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
04:35 PM	04:45 PM	04:55 PM	05:05 PM	05:15 PM
05:25 PM	05:35 PM	05:45 PM	05:55 PM	06:05 PM
06:15 PM	06:25 PM	06:35 PM	06:45 PM	06:55 PM
07:05 PM	07:15 PM	07:25 PM	07:35 PM	07:45 PM
07:55 PM				

Teachers

2 hosts available
Yr 3 Generalist
Interview Required

Sturgis PODMORE
Physical Education
Interview Welcome

Minerva McGONAGALL
Performing Arts
Tue 02/04 04:35 PM

Bob Roberts
Information Technology
Tue 02/04 04:55 PM

Frank GREYBACK
Instrumental Music
Tue 02/04 05:25 PM

Close

There are two ways to make bookings - either by timeslot or by teacher.

By Timeslot

To book by timeslot click the timeslot and then select the teacher from the right who you would like to book with for this specific time. The teachers who are not available during this timeslot will be greyed out. To select one of the available teachers to book with click their name at the right.

Teachers who the individual has already booked with but are available during the selected timeslot will be highlighted in green. If you would like to move the existing booking to this new timeslot you can click their name at the right.

Teachers who are already booked out with another individual during the selected timeslot will be greyed out in the list on the right.

Booking for Mr Phillip HENDERSON

Interim Report #1 Parent Teacher Conferences

Tuesday, April 2

Print Preview Information/Help

Blaire PURDUE

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
Tuesday 02/04 04:35 PM	04:45 PM	04:55 PM Bob Roberts Teacher for Information Tec...	05:05 PM	05:15 PM
Click on a person at the right of screen to book with them.				
[Back]				
03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
04:35 PM	04:45 PM	04:55 PM	05:05 PM	05:15 PM
05:25 PM	05:35 PM	05:45 PM	05:55 PM	06:05 PM
06:15 PM	06:25 PM	06:35 PM	06:45 PM	06:55 PM
07:05 PM	07:15 PM	07:25 PM	07:35 PM	07:45 PM
07:55 PM				

Teachers

- Minerva McGONAGALL**
Performing Arts
Interview Welcome
- Sturgis PODMORE**
Physical Education
Interview Welcome
- 2 hosts available**
Yr 3 Generalist
Interview Required
- Bob Roberts**
Information Technology
Tue 02/04 04:55 PM
- Frank GREYBACK**
Instrumental Music
Tue 02/04 05:25 PM

Close

By Teacher

To book by teacher click the teacher's name in the list at the far right. The schedule to the left will display only the timeslots that the teacher is still available to be booked with. All timeslots that the teacher is already booked out for will be greyed out. Just click an available timeslot on the left to make a booking.

Booking for Mr Phillip HENDERSON

Interim Report #1 Parent Teacher Conferences

Tuesday, April 2

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
04:35 PM Minerva McGONAGALL Teacher for Performing Arts	04:45 PM	04:55 PM Bob Roberts Teacher for Information Tec...	05:05 PM	05:15 PM
05:25 PM Frank GREYBACK Teacher for Instrumental M...	05:35 PM	05:45 PM	05:55 PM	

Wednesday, April 3

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM
04:35 PM	04:45 PM	04:55 PM	05:05 PM	05:15 PM
05:25 PM	05:35 PM	05:45 PM	05:55 PM	06:05 PM
06:15 PM	06:25 PM	06:35 PM	06:45 PM	06:55 PM
07:05 PM	07:15 PM	07:25 PM	07:35 PM	07:45 PM
07:55 PM				

Print Preview Information/Help Blaire PURDUE

Teachers

2 hosts available
Yr 3 Generalist
Interview Required

Physical Education

Sturgis PODMORE
Interview Welcome

Click on a time slot at the left of the screen to make a booking.

[Back]

Bob Roberts
Information Technology
Tue 02/04 04:55 PM

Frank GREYBACK
Instrumental Music
Tue 02/04 05:25 PM

Close

Using either method of booking you will receive a confirmation pop-up to confirm the details of the booking - the time and date, the student's name, the staff member's name, the reason for the interview, and if an interpreter is required. Click 'Ok' to confirm the booking.